



## Vacancy Announcement United States Peace Corps in Panama

Applications are invited from qualified persons to fill this position with the U.S. Peace Corps in Panama.

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**Position Title:** General Services Assistant – Properties.  
**Salary Grade** is based on U. S. Mission Local Compensation Plan

**Application Deadline:** February 29, 2016

**Position Summary:**

Incumbent's responsibilities include overall property management of professional office facilities and residential properties located in Panama. This individual works closely with management and local vendors to ensure all assets are maintained and kept in compliance with US Government regulations. This position coordinates all vendors and keeps management well informed and notifies landlords as needed. Maintains a safe working environment for all properties and keeps staff well informed of any updates and maintenance in advance. S/He provides logistical, maintenance, vendor and management support to post relating to properties and Peace Corps assets, reporting directly to the Director of Management & Operations.

**QUALIFICATIONS:**

- Minimum of 3 years Property Management Experience.
- Minimum of five years of proven professional maintenance and janitorial services.
- Experience in operating in a professional office environment.
- Bachelors in Business Administration and/or related field.
- Experience in following budget allocations, asset inventory and effective in cost cutting measure.
- Experience in US government procurement practices and vendor management.
- Exceptional and proven written, verbal and interpersonal communication skills in English (Level IV) and Spanish.
- Demonstrates keen sense of cultural awareness for both Panamanian and US cultures.
- Excellent customer service and timelines management capabilities.
- Demonstrate proficiency in Microsoft products with experience in Excel, Word, and Outlook.
- Adaptability to web based programs and experience with technology implementations.
- Must be very organized, accurate, efficient and able to balance priorities.
- Must be solution oriented and resourceful in problem solving.
- Ability to coordinate and facilitate effective teamwork.
- Ability to work independently.
- **POSITION WILL BE SUBJECT TO SECURITY CHECK CLEARANCE.**

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For a complete Statement of Work, please send a request to [hiring@pa.peacecorps.gov](mailto:hiring@pa.peacecorps.gov).

**Application Process**

Letter of Interest, three references and resume (all in English) to be submitted each as a separate document in PDF format as an attachment by email to [hiring@pa.peacecorps.gov](mailto:hiring@pa.peacecorps.gov).

Subject line in the email must read PEACE CORPS GSA Properties.

No phone calls please. ALL applications must be received via email. Interviews and testing are expected to be scheduled between March 21st through 31<sup>st</sup>, 2016.

**The deadline for applications is February 29, 2016.**

For additional information regarding Peace Corps, please visit our website at <http://panama.peacecorps.gov>.